

THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



DAY CARE TEACHER

Salary Range: \$615.00/week - \$738.00/week

POSITION

Vacancy is in the Day Care Division of the Health and Human Services Department. Under general supervision, assists in providing responsible day care for pre-school children. Supervises subordinate staff and assumes all responsibilities in the absence of the Senior Day Care Teacher. Assumes responsibility for the safety of children and deals with emergencies. Consults with parents and recommends ways to deal with children. Reports any unusual behavior of children. Maintains developmental records on children and prepares reports. Assists in implementing programs and ensures that policies are followed. Performs related work as required. The hours for this position are 40 per week.

QUALIFICATIONS

Six months experience in educational or recreational work with infants and toddlers/pre-school children and completion of two full years of college.

OR

Two years of experience in a City of Hartford Day Care Center and completion of **twelve semester hours of college credit** in early childhood education.

A COPY OF YOUR DEGREE OR TRANSCRIPT MUST BE ATTACHED TO YOUR APPLICATION. A DEGREE OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT. APPLICATIONS WITHOUT PROPER DOCUMENTATION WILL NOT BE PROCESSED.

EXAMINATION

Open to all applicants who meet the above qualifications. The examination will consist of a rating of your training and experience as contained on your application and may include a written test, an oral test, or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure: Knowledge of child development theories, and techniques of pre-school children; Knowledge of basic health, personal hygiene and safety precautions to be taken in dealing with children; Knowledge of symptoms of behavioral problems in pre-school children; Knowledge of methods and techniques employed in conducting educational and recreational programs for pre-school children; Ability to communicate effectively in writing and verbally; Ability to establish and maintain effective working relationships with children, parents, and other employees. *Candidates will be required to submit to and pass a physical examination administered by a City physician and pass a drug and alcohol screening exam, a background check, a screening with the Department of Children and Families, and must be fingerprinted in order to be considered for this position.* If appointed, you will be required to serve a probationary period, normally 6 months. This examination is subject to all Federal, State, and Municipal laws, rules and regulations.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the American with disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

APPLICATIONS WILL BE ACCEPTED UNTIL WEDNESDAY, SEPTEMBER 27, 2006.

Exam No. 2369
Issued: 9/13/2006

EMPLOYMENT BENEFITS:

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to
DEPARTMENT OF HUMAN RESOURCES
MUNICIPAL BUILDING
550 MAIN STREET
HARTFORD, CONNECTICUT 06103
TELEPHONE (860) 543-8590

VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.
CHANGE OF ADDRESS: It is *your responsibility* to notify the Department of Human Resources of any Change of Address on your application.